

WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee
held at Russell House on
Monday 11 September 2023 at 7.00pm

Present: Councillors: Dr J Lord (JL) - Chairman
Mrs L Rodgers (LR)
Mrs S Sheen (SS)
Mr N Robson (NR)

In attendance: Deputy Clerk: Mrs D Rogers (DR) – Officer for APFOS
Cllr S Kay
Cllr N Proudfoot

Item		Action
1.	<u>Apologies for Absence</u> No apologies were received. Cllr Storey absent.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting</u> Held on the 3 rd July 2023 were approved at Full Council on the 10 th July 2023.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>Clerks Report - this is a general update since the last meeting for information.</u> The report was received and noted.	
6.	<u>Finance</u> 6.1 To receive the APFOS Financial Statement up to 31st August 2023 – the report was received and noted.	
7.	<u>Allotment Sites</u> 7.1 Allotment competition winners – details of the winners had been circulated. Prize giving will take place on Saturday 16 th September at the Horticultural Society Autumn show at the Church by Cllr Lord. 7.2 Review of Allotment rent for 2024/25 – after discussion it was agreed to freeze the rent for 2024/25.	
8.	<u>King George's Field</u> 8.1 Update on KGF redevelopment project – an update from the Project Manager was received and noted. 8.2. Annual RosPA Health & Safety Inspection report – the RosPA report had been circulated for information. There were no urgent or high risk areas identified. General maintenance issues will be dealt with over the winter months.	

	<p>The APFOS Officer reminded the Committee that a full wood timber test had been carried out in November 2021 and a further test should be carried out again every 3-5 years.</p> <p>8.3 Draft Emergency Procedures for Groundsman hut – work on this is underway.</p>	DR
9.	<p><u>Open spaces</u></p> <p>9.1 Proposal for further seating on The Green – SDC UK Shared Prosperity Fund A further grant opportunity had become available. The Town Clerk, APFOS Chair and Officer had met with the SDC Town Center Project Officer to discuss WTC projects that might be suitable for funding. APFOS's plan to create a further accessible seating area and the Town signage project had met the grant criteria. The Committee agreed to proceed with an application for grant funding.</p> <p>9.2 Non domestic/exotic animals on The Green – The Council had been made aware via social media that a python snake had been brought onto The Green on several occasions in the last few weeks. This had been met with a mixed response by the public on social media. After lengthy discussion the Committee agreed a change of policy addressing non domestic/exotic animals on The Green should be presented to Council for consideration.</p> <p>9.3 Visual Inspection – quarter three inspections are due and should be sent to DR before the end of September.</p> <p>9.4 Annual review of APFOS risk assessments – It was agreed by the Committee that Crockham Hill Car Park should be added to the risk assessment areas.</p> <p>9.5 Defibrillator at Crockham Hill Village Hall – The Village Hall trustees had suggested that the defibrillator be transferred to their ownership. The Committee agreed that it made sense to agree to the transfer as the equipment is not on a council owned property or piece of land. A transfer of owner document would be drawn up.</p>	<p>DR</p> <p>DR/JL ALL</p> <p>DR/AH</p> <p>DR/JL</p>
10.	<p><u>Climate Change/Environmental & Biodiversity</u></p> <p>10.1 APFOS Eco Action Plan – an updated plan was circulated. Cllr Lord had discussed surplus food sharing with the food bank. It was agreed that a poster would be circulated advertising this.</p> <p>Cllr Proudfoot asked for mowing be reduced for Granville Road Green and Verralls Corner to encourage pollinators. It was explained to Cllr Proudfoot that any proposed changes to mowing schedules/ frequently would require consultation with neighbours to Granville Road Green and Kent County Council who own Verralls Corner. It was discussed and agreed that this should be done prior to the next mowing contract tender process.</p> <p>10.2 Update on Wilder Kent Award submission WTC had been awarded Silver. Feedback on WTC's submission will be shared with Council once it had been received by the Town Clerk.</p>	<p>DR</p> <p>AH</p>
11.	11.1 Public Rights of Way – No items to report. Agreed to remove item from agenda.	DR
12.	<p><u>Correspondence</u></p> <p>12.1 Kent's Plan Bee Newsletter – had been circulated for information.</p>	
13.	<p><u>Reports from Councillors relevant to APFOS (not already covered elsewhere in the minutes)</u></p> <p>Cllr Lord had attended a Church Eco meeting.</p>	
14.	<u>TN16 Magazine, Crockham Hill Newsletter and website</u>	

	Skate Park completion/official opening event.	
15.	<u>Matters for District and County Councillors</u> None.	
16.	<u>Further Matters for consideration at the next meeting.</u> None.	
17.	<u>Date of next meeting</u> Monday 20th November 2023 at 7pm.	

The meeting was concluded at 9.15pm

Minutes confirmed as a correct record:

Chairman